

STATE OF MISSOURI FACILITY SPECIFICATIONS AND DEFINITIONS

ATTACHMENT J

BID/EVALUATION/AWARD & LEASE PROCESS

- J-1. Tenant submits information regarding operational needs and program requirements to Division of Facilities Management (DFM).
- J-2. DFM develops the Request for Proposal (RFP).
- J-3. Advertisements for proposals are submitted to newspapers and RFPs or Invitations to Bid are sent by DFM directly to individuals and organizations who have indicated interest.
- J-4. DFM receives and secures the sealed proposals until the specified date for bid opening.
- J-5. DFM conducts a public bid opening and reading on the specified date in their offices at 3225 West Truman Boulevard, Suite 100, Jefferson City, Missouri.
- J-6. DFM records and secures all surety documents, makes a copy of the bids for state use and transmits a copy of the bids to the Tenant.
- J-7. DFM conducts an evaluation of the proposals in accordance with the published Lease Policy.
- J-8. DFM formally notifies the successful and unsuccessful Bidders. (This constitutes the Notice of Award and is contingent upon the successful Bidder's compliance with all provisions of the RFP and accepted Proposal Form.)
- J-9. DFM, in accordance with the published Lease Policy, schedules a pre-design meeting with the Bidder and Bidder's architect to devise an internal floor plan that accommodates the Tenant's operational needs. After the meeting, DFM will provide the successful Bidder an acceptable floor plan.
- J-10. Successful Bidder submits to DFM the required plans, signed and sealed by an Architect/Engineer, and pertinent data for lease development.
- J-11. DFM reviews submitted plans and data in accordance with the published Lease Policy.
- J-12. Following plan review and approval, DFM issues the Notice to Proceed and establishes the actual completion and occupancy dates. Upon compilation of lease data, DFM submits the Lease to Lessor for appropriate signature.
- J-13. The Lessor returns the signed Lease to DFM to obtain appropriate signatures of Lessee.
- J-14. DFM submits fully executed Lease to Lessor.
- J-15. DFM performs a physical inspection of the premises to validate conformity to specifications and approved plans and issues the Certificate of Conditional Acceptance. The Lessor will be notified of any deficiencies and be required to take corrective action within a specified time period.